STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
REVISED MEETING MINUTES
OCTOBER 27, 2004

ATTENDEES:

Jim Weber, Chair	Steve Adams	Tim Beasley
Karen Boeger	Bob Borgstede	Harold Burnette
Chip Byers	Christy Clark	Curtis Clark
Carolyn Cook	Todd Craig	Kay Dinolfo
Brent Dixon	Jill Drennen	Marty Drewel
Tim Dwyer	Gary Eggen	Michael Elley
Rob Gourley	Jan Grecian	Cliff Gronauer
Jill Hansen	Hayden Hill	Ryan Lanclos
Mary Luebbert	Gary Lyndaker	Mick Madison
Lora Mellies	Lynn Morrow	Bob Myers
Jerry Pape	DeeAnn Parkinson	Kim Potzmann
Greg Reeves	Cindy Renick	Jim Roggero
W.E. Shoehigh	DeWayne Springer	Tom Stokes
Debbie Tedeschi	Ron Thomas	Mike Wankum
John Wegman	Gail Wekenborg	Gerry Wethington
Chris Wilkerson	Scott Willett	Paul Wright
Doug Young		

Jim Weber opened the meeting at 8:35 a.m. in the Interpretive Center of the Kirkpatrick State Office Building.

PRESENTATIONS

1. Missouri IT Recognition Award (Gerry Wethington/Jan Grecian) – Gerry Wethington presented the Missouri IT Recognition Award to the following individuals involved with the Multi-Agency Data Dictionary Project: Department of Secondary and Elementary Education -Linda Fick, John Harper, Richard Pierce, Michelle Ruppel, and Steve Powell (Consultant), Department of Mental Health - Donna Haley, Gary Lyndaker, and John Marshall, Department of Social Services - Steve Adams, Rosanne Boessen, Matt Dudzik, Tyler Jenkins, Sandra Levels, Janel Luck, Gary Seaborne, and Charles Williams, Department of Health and Senior Services – Gail Binkley, Rodney Britt, John Class, Debbie Kolb, Diane Poole, Scott Willett, and Faye Zumwalt. Gerry thanked all the individuals involved for their efforts.

2. Presentation of Project Management Certificates (Tom Stokes/Jim Weber/Gerry Wethington) - Jim Weber presented Certificates to the graduates from the last Project Management class. They included the following: Department of Economic Development - Deborah Drewel, Department of Elementary and Secondary Education - Michelle Flagstad and Shelly Parey, Department of Public Safety - Mark Huhn, Department of Social Services - Terry Libbert, Pat Miller, Donna Rehagen, Melissa Rust, Aaron Shaefer, and Patricia Wojciehowskik Department of Transportation - Andrea Milligan, Office of Administration - Brian Beckmann, Office of Information Technology -Michael Elley, and Public School Retirement System - Travis Clines. Gerry reminded everyone of the importance of Project Management in state government.

3. User Group Reports – Written updates from the user groups were distributed with the ITAB Agenda.
   - Digital Media Developers Group – Kay Dinolfo, with the Department of Revenue, represented this group. She asked if there were any questions relating to her report; there were none.
   - Information Builders Users Group (IBUG) – Christy Bullock from the Department of Social Services was present to represent this group; there were no questions for this group either.
   - TSO User Group – There were no questions or comments relating to this user group. Gail Wekenborg noted that this is not an actual User Group. It is a subcommittee of the State Data Center Steering Committee. Gerry agreed to move it as a subcommittee under the State Data Center Steering Committee. The DB2 User Group should also be under the State Data Center Steering Committee.

- Visual Basic User Group – James Brockman from the Department of Insurance was present to represent this group. He requested the group be allowed to change their name to Windows Developer User Group. He was asked to submit this request through Jeff Falter, the User Group Coordination Chair, for the approval of ITAB.
- Websphere User Group – Larry Seneker, from the Department of Revenue, spoke briefly on this group. They have been in existence for one year and mainly discuss technical issues relating to Websphere.

Gerry asked that Jeff Falter ensure the User Groups are following the guidelines established by the Architecture Review Committee. Jim thanked the User Groups for their updates.

ACTION ITEMS

1. Approval of September 29, 2004, Information Technology Advisory Board Meeting Minutes – Jim Weber asked if there were any changes to the meeting minutes from the last meeting; there were none. Jim Roggero made the motion to accept the minutes as written; Steve Adams seconded the motion. The minutes were approved unanimously.

GENERAL BUSINESS

1. CIO Update (Gerry Wethington)
   - Alignment of IT Business Plan – Gerry stated his office is looking at how the IT Business Plan relates to the State's Business Plan. We must make sure the IT Plan articulates to the appropriate business strategies, so that we can relate how we are achieving the business goals. We must position ourselves to change our vocabulary to match what is used in the State's Business Plan. An Executive Summary may be added to relate it to the State's Plan. Gerry thanked Steve for the assistance of Richard Kliethermes in pulling data for the matrixes. Tom will be attempting to organize the IT Plan around the Pillars of Government. Tom will distribute to the ITAB to ensure the validity of the information.
   - Pillars of Government Strategy – Gerry stated he has been assigning specific Pillars of Government to his staff as follows: Benefits-Based Services/Regulatory Services – Jan Grecian; Justice/Public Safety Services/Infrastructure Services– Debbie Tedeschi; Educational Services – Tom Stokes; and Administrative Services – Michael Elley. Since the Pillars are based on business products, agencies will be involved with multiple Pillars. After receiving agreement from various ITAB Members, Gerry will begin looking at various training courses for CIOs, presentations at ITAB, MOTEC classes, etc., that will assist them in working with the Legislature, budget analysis, and preparing hallway/elevator presentations. This item could fall under the responsibilities of the IT Mentoring Committee. Gerry stated that the agencies should include latent demand and shortening services delivery windows in their conversations. Jill Hansen suggested having a special meeting just prior to the Legislative Session to prepare the CIOs with pointers.
   - Email Update – Gerry stated that email consolidation/centralization is not an option. This will provide better services at a lower cost. Jill Hansen stated that the information being shared by the agencies at their meetings was very helpful.
   - Cyber Security Grant Award – Gerry received notification that we will receive approximately $340,000 in federal grants. They will develop a business/program plan around the deliverables. A planning meeting is scheduled for November 4th with the Cybersecurity Committee (Missouri Security Council Subcommittee) to establish business plan, priorities, and PAQs. There is a decision items to add three FTE to get cybersecurity started, since this grant does not allow FTE to be included. This project will be administered out of OIT pursuant to Executive Order 03-25. The project lead will be Michael Elley.
   - Egov Update – One of the current hot topics is the search engine issue. He has received several comments regarding the need for a statewide search engine. He believes the state is now in a position to acquire a Google search engine. Google has requested a two-year agreement totaling $150,000, but Gerry would prefer a one-year agreement. By utilizing a one-year agreement, it would be possible to use next year's egovernment funds to fund it. Half of the one-year costs ($75,000) could be paid from OIT, but the remaining funds would need to be paid from the agencies. The same process that is used to determine the

Internet charges could be used to calculate the costs for the agencies. This process is based on the number of IT staff within an agency. It was suggested to add line items that would allow the agencies to purchase additional features for internal use. Gary Lyndaker will chair the committee that will determine the appropriate distribution of the remaining costs. Paul Wright, Steve Adams, and Michael Elley will assist him. Gary Lyndaker made motion to move forward with acquiring the Google search engine; Chris Wilkerson and Cliff Gronauer seconded the motion. The motion was approved unanimously. This group will report on the status at the November meeting. If a solution is achieved prior to the meeting, Gerry may conduct an electronic vote. A new portal has been developed and will be brought up soon. In a recent national survey, Missouri's ranking dropped to 38th because they were evaluating us on our old portal. Christy Clark and Hannah Mora are looking at what other states are doing. We will request a re-evaluation of the portal once it is up. In the future, real estate guidelines will be developed that will create rules for what happens with web pages. If data is not cyclical in nature, it can remain on the web page for a period of time. If not cyclical, a logo must be produced and it must get refreshed whenever the browser is refreshed.

- Standards Update – Gerry noted that an authorization statement for IT policies and procedures was now located on the OIT web site under Technology Standards. It identifies the specific items contained in Executive Order 03-26. Future policy directives will include an authorization statement. Gerry sent a letter to Purchasing stating that IEF was no longer a development standard for the state. He indicated that the Application Development Domain would be making recommendations for additional application development standards in the future. IEF is being labeled as a twilight standard, which means agencies may continue to use it to maintain its current environments but should not create any brand new programs. Gerry will circulate the letter to the ITAB Members, Bob Meinhardt as the Architecture Review Committee Chair, and Pat Brooks as the Application Development Chair.
- SAM III – Debbie Tedeschi is working with META to schedule a conference call to discuss the elements that should be included in a decision on an upgrade of this magnitude. The OA Commissioner will be leading the upgrade but suggested Gerry contact META. The conference call will be followed with a research briefing of the SAM III plan. A concept conference should be held to detail the strategy. A second session should be held to view a demonstration of SAM III. Jill Hansen stated that maintenance on SAM II is going to be extended with no end date at this time.
- OIT/ITAB Policy and Procedure Manuals – Gerry stated that Tom has now completed the draft of the OIT Manual. Once Gerry has reviewed it, he will circulate both the ITAB and the OIT manuals to the ITAB.
- OIT Billing – OIT has sent out a document that details the breakdown of costs among the agencies. The costs are based on actual expenditures obtained from SAM II. The Executive Committee met and determined the exceptions. Items that were coded incorrectly in BRASS and other coding issues were excluded. Gerry reminded the agencies to make sure they were using the correct codes. Programs that are completely outsourced, such as network costs, can be deducted based on the percentage outsourced. The Budget Office/Legislature made a decision two years ago that OIT costs would be billed through the revolving trust fund. Agency costs for OIT have gone up but their total budget has not increased. He asked the agencies to ensure that conversations relating to the OIT budget are factual. The IT budgets average 1.3 percent of the agency budgets. Gail noted that if agencies are asking for additional monies for SDC costs that they notify Jill Hansen.

2. ITAB Chair Update (Jim Weber)

- Review of Action Items from Previous Meeting
    - Gerry Wethington to circulate to agencies the areas to be included in business continuity plans. – Pending.
    - Representation from an agency with UNIX experience is needed on the Application Domain Committee. – Pending.
    - Agencies interested in providing requirements for the META Group contract and/or participating in bid evaluation to contact Gary Eggen or Debbie Tedeschi. – Completed.
    - Gerry Wethington and Debbie Tedeschi to work with META to evaluate the move to package

AdvantageGen products together. – Completed.

- Gerry Wethington requested Mary Willingham, Gary Lyndaker, and Debbie Tedeschi work with their committee to define the cost center categories (i.e., email, data base, etc.) for IT salaries. – Continuing. They are looking at 10-11 functional areas they would like to track, which is an increase over the codes distributed previously. They reviewed various lists to make sure these were included in the functional areas they have. They plan to finalize the list and descriptions and bring to the ITAB for its approval at the November meeting. Gerry noted that he uses these codes to determine the IT expenditures by the agencies, other object codes within the IT organizational unit, and the personal services costs.
- After cost center categories are identified, consideration will be given to doing a comparison of IT positions and salaries by the various categories. – Pending.
- Gerry Wethington to outline process used to obtain approval for the policies he has implemented on the OIT web site. – Completed.
- Ron Thomas to post Egovernment Report Card information on the OIT web site. – Completed.
- Privacy Committee, determine when it is appropriate to use an e-mail confidentiality statement and establish a template to follow. – In progress.
- Gerry Wethington to distribute the OIT FY06 Budget requests when finalized.- Pending.
- Gerry Wethington to develop an OIT Policy and Procedures Manual. – Completed.
- Gerry Wethington to develop an ITAB Policy and Procedures Manual. – Completed.
- Security Committee to review the subject of product compliance relating to the sanitizing/overriding computers prior to disposal/transfer. – Completed.
- Privacy Domain Committee would like additional members. Names can be submitted to Scott Willett. – Pending.
- Gary Eggen to contact Hayden Hill regarding application support for IVR. Completed.
- Michael Elley to survey ITAB Members to determine which products are being used to sanitize PC's before surplusing them; then make information available to the Security Domain and ITAB Members. – Completed.
- Gerry Wethington to check status of the second wave of SmartBuy when he returns. – Completed.
- ITAB Members to submit to Gerry Wethington a detailed description of their concerns with the current OIT billing formula. - Done.
- Gerry Wethington to schedule a meeting with Jim Roggero, Jim Weber, and Mary Willingham to review the formula used in the OIT billing. – Completed.
- Gerry Wethington and Jill Hansen to meet to discuss IT involvement with SAM III. Consider possible demo by AMS at the October meeting. – Completed.
- Jim Weber to consider either redirecting the Project Management Performance Measures Committee to look at Operations Metrics or creating a new committee to do so. – Pending.

- Jim stated that the Nominations Committee would consist of the following individuals: Gerry Wethington, Jim Weber, Jim Roggero, Jill Hansen, and Gary Lyndaker. A meeting is being scheduled for the week of November 8th.
- Jim distributed a recommendation for restructuring the ITAB Committees. Scott Willett made the motion to accept the recommendations to combine the Privacy Committee with the Privacy Domain, combine the Security Committee with the Security Domain, and to move the Prime Vendor Oversight and User Group Coordination to the Collaborative Efforts portion of the agenda. The recommendation was seconded by Jim Roggero and approved unanimously. He asked the members to review the additional recommendations that were approved by the ITAB Executive Committee and comment back to either himself or Carolyn.

ITAB COMMITTEE UPDATES

1. Architecture Review Committee Update (Bob Meinhardt/Michael Elley) – Michael stated a record number of documents were sent to the ARC for approval this month. The Interface Domain has scheduled their kickoff meeting for November 4th.
   - Architecture Technical Committee (Michael Elley)

- Interface Domain Committee (Ron Thomas)
- Information Domain Committee (Tim Haithcoat)
- Infrastructure Domain Committee (Howard Carter)
- Interoperability Domain Committee (Charles Williams)
- Application Domain Committee (Pat Brooks)
- Systems Management Domain Committee (TBD)
- Security Domain Committee (Lora Mellies/R.D. Porter) – Lora stated the group had finished their classification and categorization compliance components.   These will be presented at the next ARC meeting. She thanked Michael Elley for his survey on the products used for sanitizing computers. They plan to do product components on approximately six products.   She did note that any agencies that are using FDISK should use another product to wipe the disk after it is used. The FDisk product only reformats the disk. October is cybersecurity month. Procedures are being written to implement the policies drafted by this Committee. Symantec gave a presentation following their October meeting.
- Privacy Domain Committee (Scott Willett) – Scott stated that this Committee had submitted several artifacts to the ARC. Their next meeting is scheduled for Monday.

2. Digital Government Committee Update (Lew Davison/Ron Thomas) – No report.
   - Application Development Subcommittee (Jim Roggero/Pat Brooks)
   - Credit Cards Subcommittee (Scott Peters)
   - CRM Subcommittee (Don Lloyd) – Don reported this Subcommittee met at a facilitated session and worked on its vision. Their vision can be viewed on the OIT the web site. A conference call with META is coming up.
   - Digital Certificates Subcommittee (Todd Craig) –Todd stated they are working on a draft RFP that will be sent to the ARC for their review upon its completion..
   - Digital Media Subcommittee (Jim Weber/Kay Dinolfo) – Kay reported that they had recently became aware of general services administration guidelines. The developers within the agencies should already be aware of them.

3. MOTEC Update (Tim Dwyer/Laura Mertens) – Tim noted the August usage for Room 1 was 100% and for Room 2 it was 95%. In September, the Room 1 usage was 95% and Room 2 was 71%. This decrease in usage was due to some late cancellations by agencies. The classes were cancelled so late that it was not possible to schedule another class in that time slot. The Steering Committee discussed the creation of a cancellation policy. They are not bringing forward a recommendation at this time but will continue to monitor the situation. Currently, Room 1 is 100% booked through the end of December; Room 2 is 95% booked. Tim referenced some new reports that were distributed with the agenda this month. There was a discussion regarding non-state agencies. Tim made a motion to adopt the Cooperative Procurement Membership List that is published by the Division of Purchasing as the definition of non-state agencies that can participate in MOTEC classes; Chris Wilkerson seconded the motion. The motion was approved unanimously.

4. Personnel Committee (Chris Wilkerson) – Chris stated that the Committee had recently requested two state agencies to add their Human Resource Directors to the Committee membership. He also noted that there are two representatives from OA Classification that attend each of their meetings. He noted that both these developments have proven to be very positive for the Committee. He did note that it is difficult to get Committee members to attend the meetings. The individuals who have been attending the meetings have been making significant progress.

5. Privacy Committee (Scott Willett) – No update.

6. Project Management Committee Update (Jim Roggero/Tom Stokes) – Jim reported that the MOVAP product is being reviewed based on new submissions for budget purposes. It is currently a very laborious document and that they are trying to have it computerized. Jan Grecian, Paul Wright, Jim Roggero, and Jill Hansen will meet to discuss the PAQ. This project is moving along well. Gerry Wethington stated that he, Bill Perkins, and Jill

Hansen addressed the Association of Government Accountants and asked them to look at MOVAP and provide them with recommendations on implementation. The Committee is also working on enhancing the class instruction for the students. One item is that a member of the Project Management will attend the first part of a session to identify to the students the importance of the course. Another initiative was to have a certified state project manager visit during a session to give a presentation on how project management is used with a real project. The Committee is developing a white paper for CIOs to present to the executive levels within their agency. Gerry stated that project management was discussed at AGA Conference. Gerry later received an email from a state employee who had attended the conference asking if would be useful to her.

- Cost Benefit Approach to State Government Subcommittee (Paul Wright)
- Performance Measures Subcommittee (Paul Wright)

7. Security Committee (Lora Mellies/R.D. Porter) – No update

8. User Group Coordination (Jeff Falter/Debbie Tedeschi) – No update.

COLLABORATIVE EFFORTS

1. Internet/MOREnet Update (Chip Byers) – The Security Symposium is now open for registration. Approximately 68 of the 100 slots have already been filled. The backup Internet circuit is now in place.

2. *Network Management Consortium Update (Jim Roggero/Jill Hansen) – On Hold*

3. Missouri Network Management Steering Committee – (Jill Hansen) – Gail Wekenborg reported that the next meeting is scheduled for November 2nd at 1:30 in Room 750. The main item on the agenda is the selection of the chair and vice-chair for 2005.

4. Missouri Network Management Consortium – Senate Bill 1082 (Gerry Wethington/Jill Hansen) – Gerry stated the group has not met for two or three weeks but a table of contents has been developed for the reports. Four meetings are scheduled for the month of November to conclude the activity relative to the reports. The business leaders will be brought back in after that time for a presentation. It will then be decided if it will be given to the Legislature or the Transition Committee or used as research material.

5. Statewide Purchasing Update (Gary Eggen/Karen Boeger) – The updated IT Bids Report was distributed with the ITAB Agenda. There was no additional update.

6. Technology Services Update (Gail Wekenborg) – Gail reported the State Data Center Steering Committee would meet tomorrow afternoon at 1:30 p.m. in the Truman Building, Room 400. Topics will include the preliminary FY06 CAP, planned outage, and priorities for restoration of mainframe applications.

7. MO GIS Advisory Council (Jeff Falter) – No update.

OPEN DISCUSSION

1. Current/Planned Bids – None.

REVIEW OF ACTION ITEMS

- Gerry Wethington to circulate to agencies the areas to be included in business continuity plans.
- Representation from an agency with UNIX experience is needed on the Application Domain Committee.
- Debbie Tedeschi to evaluate what products exist that would allow the migration of AdvantageGen product users to another product. Debbie Tedeschi should coordinate with the existing AdvantageGen users when discussing this with META.
- Gerry Wethington requested Mary Willingham, Gary Lyndaker, and Debbie Tedeschi work with their

committee to define the cost center categories/function codes (i.e., email, data base, etc.).

- After cost center categories/function codes are identified, consideration will be given to doing a comparison of IT positions and salaries by the various categories/function codes.
- Privacy Committee, determine when it is appropriate to use a e-mail confidentiality statement and establish a template to follow.
- Gerry Wethington to distribute the OIT FY06 Budget requests when finalized.
- Privacy Domain Committee would like additional members. Names can be submitted to Scott Willett.
- Jim Weber to consider either redirecting the Project Management Performance Measures Committee to look at Operations Metrics or creating a new committee to do so.
- Tom Stokes to work with the CIOs to align the IT Business Plan with the state's initiatives.
- Jeff Falter to make sure User Groups receive and use the guidelines established by the Architecture Review Committee.
- Gerry Wethington to begin looking at various types of training opportunities for the CIOs (i.e., how to work with legislators, how to work with budget analysis, preparing hallway and elevator presentations, etc.).
- ITAB Members to comment on proposed restructuring of ITAB Committees. Comments to be provided to Jim Weber (Jim.Weber@dor.mo.gov) or Carolyn Cook (Carolyn.Cook@dor.mo.gov).
- Gary Lyndaker (Chair), Paul Wright, Steve Adams, and Michael Elley will determine the appropriate method to distribute the cost of acquiring Google as a state search engine and report the results during the November ITAB Meeting.

NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, November 17, 2004 at 8:30 a.m. at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**

A closed meeting was held immediately after the ITAB Meeting to discuss issues relating to SmartBuy.

JLW/cc